

INFORMATIONAL MEMORANDUM KY-FD-IM-S-03-03

TO: Food Service Directors/RCCI Administrators

FROM: Pat Cassetty, Director  
Division of Food Distribution

DATE: July 19, 2002

SUBJECT: Kentucky Department of Agriculture Administrator's Conference

The Kentucky Department of Agriculture Statewide Administrator's Conference for School Year 2003 will be held at the Hurstbourne Hotel in Louisville, Kentucky, on November 19-21, 2002. This Conference is designed to bring the Food Distribution Staff, Food Service Directors, state-approved processors and commodity distributors together to discuss all aspects of the food distribution program, share ideas, and develop ways to improve the food distribution program.

Topics discussed will be an in-depth training on the Electronic Food Request (which you be use to order 2004 foods just after the conference), Procedures for Handling Fresh Fruits and Vegetables, Farm-to-School Program, Distributor's Meeting, USDA Updates and any other changes that may occur prior to the conference. As last year the Commodity Processing Food Show will be held on the first day of the conference, Tuesday, November 19, 2002. We do plan to conduct training for New Food Service Directors on Tuesday. All Educational Classes will be held on Wednesday, November 20, 2002, and close with General Session on Thursday morning. We have included a **draft** agenda, however a detailed agenda will be mailed closer to the time of the conference.

A block of rooms has been set aside for the Kentucky Department of Agriculture Conference. Room rates are: Standard Single/Double \$69.00; Standard Triple/Quad \$79.00 per night, rate does not include tax. **Reservations must be made prior to October 19, 2002** by calling 502-491-4830.

Kentucky Department of Agriculture Administrator's Conference  
July 19, 2002  
Page 2

The hotel does not normally serve breakfast or lunch at their restaurant during the week, but if there is enough interest they will set up a buffet for breakfast; cost \$6.00-\$8.00 and a lunch buffet for \$8.00-\$10.00. Please indicate your interest on the enclosed registration form and we will inform the hotel of your response.

The enclosed registration form **must** be completed by each system and returned to this office on or before August 30, 2002. We are looking forward to an informative and successful conference and hope you plan to attend.

PC/tu

Enclosure

\\KYAGRNTSS\WPDOCS\OFFICE\2003 food conference\REGISTRATION LETTER FOR NOV 2002 CONFERENCE.doc

KENTUCKY DEPARTMENT OF AGRICULTURE  
2003 Administrator's Conference  
Registration Form

November 19-21, 2002  
Hurstbourne Hotel  
Louisville, KY 405011

**THIS FORM MUST BE RETURNED BY AUGUST 30, 2002**

Please provide the following information (print/type):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of School System: \_\_\_\_\_

\_\_\_\_ Yes, I will be attending the Conference      \_\_\_\_ No, I will not be attending the Conference

Name of those attending (print/type):

\_\_\_\_\_

\_\_\_\_ Yes, I plan to attend the new Food Service Director Training

\_\_\_\_ Yes, I will be attending the State-Approved Processing Food Show

\_\_\_\_ Yes, I would be interested in a breakfast buffet on Wednesday and Thursday morning.

\_\_\_\_ Yes, I would be interested in a lunch buffet on Tuesday and Wednesday at noon.

Please list below any topics that you would like to have discussed at this conference:

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Please complete and Fax this form to  
502-573-0304 (no cover sheet is necessary)

2002-2003  
KENTUCKY DEPARTMENT OF AGRICULTURE  
ADMINISTRATOR'S CONFERENCE  
**DRAFT** AGENDA  
November 19-21, 2002

**Tuesday, November 19, 2002**

10:00 a.m. - 4:00 p.m. EST

Pre-Registration/Registration

9:30 a.m. - 12:00 noon

New Food Service Director's Training

11:30 a.m. - 3:30 p.m.

State Approved Processor's Exhibits

4:00 p.m. - 6:00 p.m. CST

Meeting with Individual Processors

**Wednesday, November 20, 2002**

8:00 a.m. - 12:00 p.m.

Registration

8:30 a.m. - 9:30 a.m. CST

First General Session

9:30 - 9:45 a.m.

Nutritional Break

9:45 - 11:00

Breakout Sessions

11:00 a.m. - 12:30 p.m. CST

Lunch on your own

12:30 p.m. - 1:45 p.m. CST

Breakout Sessions

1:55 - 3:05 p.m.

Breakout Sessions

3:05 - 3:15

Nutritional Break

3:15 - 4:30

Breakout Session

**Thursday, November 21, 2002**

8:30 a.m. - 9:30 a.m. EST

Second General Session

9:30 - 9:45 a.m.

Nutritional Break

9:45 - 11:30 a.m.

General Session